

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR08610276 DATE POSTED: 06/15/15
POSITION NO: 212323 CLOSING DATE: 06/26/15
POSITION TITLE: Archaeologist (Program Manager)

DEPARTMENT NAME / WORKSITE: DNR / Archaeology Department / Flagstaff, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB69A
WORK HOURS: 8AM-12PM/1PM-5PM PART TIME: NO. OF HRS./WK.: _____ \$ 61,838.40 PER ANNUM
SEASONAL: DURATION : _____ \$ 29.73 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of considerable difficulty in providing administrative and managerial direction of a program engaged in the scientific research and study of past human activities; plans and executes departmental goals and objectives; and serves as technical expert and authority on matters of archaeological issues. Executes department policies to meet and improve program effectiveness, maintains compliance with federal statutory laws and regulations governing past human activities; assures program mission is in compliance with departmental goals and objects; develops policies to supplement and carry forth regulations governing program activity; provides authoritative advice and technical expertise on matters of major archaeological concerns. Strengthens program activities through program evaluations and implements internal control mechanism through developmental of procedures and guidelines in maintaining program accountability; develops and administers program budget; provides accounting and expenditure control for program budget; represent program on behalf of the department; interacts with outside organizations and the general public.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Anthropology or Archaeology; and five (5) years of experience in archaeological administration, management, and/or research work.

Preferred Qualifications:

- Eight (8) years of experience in administering and managing archaeological contracts or projects.
- National Historic Preservation Act (NHPA), American Indian Religious Freedom Act, Native American Grace Protection and Repatriation Act training or certification.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of archaeological principles, theories, concepts, methodologies and techniques. Knowledge of traditional practices and beliefs of the Navajo Nation, and the regions southwest history. Knowledge of modern principles and practices of public administration. Knowledge of program operations, strategic planning, and management practices. Knowledge of the Nation's budget and reporting systems, financial controls, program analysis and performance measures. Skill in interpreting federal laws and regulations as they pertain to the archaeology profession. Skill in managing archaeological contracts and respective overall program operation. Skill in developing program plans, goals and objectives. Skill in reviewing and evaluating archaeological findings and/or reports to sufficiently provide expert guidance and recommendation on subject matters.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.